

**Intersect Studio is looking for:**

A positive, professional, supportive and organized Administrative Assistant eager to be an integral part of the growth & success of a highly motivated, expanding and passionate design firm. We are focused on our purpose and need an amazing person who can support our awesome team.

**Who we are:**

Intersect Studio is a Design, Architecture, Planning & Graphics firm focused on creating great experiences and helping people live more fulfilled lives through our work. We are dedicated to a process which results in Happy, Healthy & more Connected people and being amongst the best places to work! Our Studio is a highly collaborative, supportive and creative culture. We breed encouragement and competence in order to exceed expectations on exciting and inspired architectural & design projects. We endeavor to propel our clients to achieve more than they thought possible. We expect that our client engagement experience we provide is as memorable and the places we create for them.

**What will make you successful:**

- 5+ years of prior experience working in an administrative role in the service industry
- Knowledge of administrative/office management systems and procedures
- Bachelors or Associates Degree preferred but not required.
- Proficient with MS Office / Google Suites (in particular: Word, Excel/Google Sheets/Numbers)
- Fun, proactive, positive, can-do attitude
- Desire to support people & ability to recognize how your efforts ripple to incredible, fulfilling results.
- Hospitality driven with excellent organizational and communication skills
- Excellent time management skills and ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Ability to handle sensitive information confidentially and with discretion
- Must have the current and continuing right to work in the United States of America without restrictions or expirations

**Responsibilities:**

**Studio Hospitality & Support**

1. Greeting guests, answering & directing phone calls, and supporting a positive experience for team & guests.
2. Daily studio set up, help set up lunch & learns
3. Client hospitality: support set up & prep for meetings
4. Mail in/out + accepting UPS/FedEx packages
5. Assist with planning and executing events/activities such as studio parties, celebrations, external client events, cohort celebrations, etc.
6. Providing for the daily studio supplies & needs: Stocking pantry with Costco runs, maintaining inventory & ordering office supplies, picking up fresh flowers, ordering celebration lunch, etc.

7. Printing / scanning / plotting drawings & documents
8. Managing office equipment and coordinate with IT vendor for technical issues, hardware & software needs
9. Coordinate Intersect travel arrangements as needed
10. Assist with planning internal meetings & taking detailed minutes
11. Ensure Studios are well maintained: including organizing and maintaining common areas, coordinating with bi-weekly cleaning vendor.

#### **HR**

1. Onboarding / Offboarding cohorts: set up new employees
2. Coordinating with third party benefits providers, adjusting HSA & IRA contributions, tracking licensure renewals, etc.
3. Updating & maintaining Intersect Guidebook: Studio policies & procedures

#### **Finance support**

1. Support Bookkeeper with financial transactions, scanning receipts, depositing checks, etc.
2. Assist in the preparation of regularly scheduled reports & as needed reports.
3. Monthly Invoicing / Billing support

#### **Project management support**

1. Support team members with various administrative tasks & projects.
2. New client/project set up in CMAP (Resource/scheduling software)
3. CMAP reporting & data entry
4. Assist with project budgeting
5. Assisting in the preparation & submission of project proposals and bids
6. Supporting Action teams with process documentation

#### **General**

1. Support Principals/Leadership with a broad variety of administrative tasks that facilitates them to effectively lead the organization.
2. Maintaining contact/ client lists
3. Ensure compliance with company policies and procedures.
4. Handling sensitive information in a confidential manner: Protecting the confidentiality of our Studio, its cohorts, and our clients.

#### **Evaluation/ Career Path:**

Intersect enjoys to support people in their personal and professional growth.

Your future performance evaluations will be considered around performance in the above notes responsibilities and these core Values:

- Optimistic Attitude: See challenges as opportunities & inspire positive outcomes
- Remarkable Hospitality: Maximize opportunities & make others feel cared for & connected
- Compassionate Confidence: approaching decisions with empathy & open mindedness
- Edgy Dreaming: thoroughly considering solutions for max impact.
- Stronger Together: collaborating & collectively building greater outcomes

**Schedule:**

Part time (24-32 hours) OR Full Time (32 hours) apply

Studio is open Monday - Friday (typ 8am-5pm: hours may vary based on weekly task needs)

Open to discussing how to best distribute hours for a consistent schedule and lifestyle coordination

**Compensation / Benefits:**

Competitive wages based on experience, Health/Life Insurance, 401K w/ company match, PTO (Vacation & Holiday), Childcare benefit, fun perks, awesome work culture!

Please note: Certain benefits only apply to full time employment (32hrs/week)

**Location:**

In person: Based out of Kalamazoo, MI.

Minimum one day per week required to travel to Grand Rapids to support Grand Rapids Studio. Must have reliable transportation: travel mileage & time between studios is reimbursable and will be covered by Intersect. Parking provided at both locations.

**Are you one of us?**

email your resume to [connect@intersect-studio.com](mailto:connect@intersect-studio.com) with the subject "Studio Admin" and tell us why you would rock this position.

Let's intersect!